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Thesis Submission - Helpful Information

Your thesis is due electronically on the first Monday of the exam period, in the final semester of the project. (Check your course profile for the date and time applicable to you.) Electronic submission is via the course Blackboard website via the Turnitin submission link. Supplementary files (see below) should be submitted as a zip file via Blackboard or directly to your supervisor via email, USB flash drive, CD-ROM or DVD-ROM (as agreed with your supervisor).

Extensions are not normally permitted. Consult your course profile for more information.

If you are doing a CEED project or placement project with an organisation that requires your reports to be kept confidential, please submit your assessment item reports by email to cswk-studies@itee.uq.edu.au instead of using TurnItIn, indicating clearly the course code and academic supervisor. Coursework Studies will forward the report to your academic supervisor. Please include words along the following lines clearly somewhere on the cover page of your submission: "Confidential: thesis embargoed until <date> by <company name>". Check with the ENGG4805/CSSE3006/CSSE7306 course coordinator if you don't know the embargo date. CEED projects are embargoed for a period of 5 years by default.

Guidelines for creating your thesis

- Create a standard cover page for your thesis - refer to the example cover page and use the high-quality UQ Logo:
  - *Download the UQ Colour Logo*
  - *Put your cursor over the image and right click the mouse - select "save image as" and save the file to your computer*
- Make sure you include your letter to the Acting Head of School (Prof Amin Abbosh) regarding the originality of the work. An example letter is available to view.
- Create a contents page - refer to the example skeleton thesis file (pdf, tex) which shows the preferred order of content in a thesis
- For the pdf which you submit to the School you can use the virtual pdf printer available on EAIT lab PCs. The settings create a high quality output with a reasonable file size. If using some other mechanism, please ensure you use appropriate settings to ensure a similar result.

Tips for creating a professional looking document:

- If you wish to use screens in tables, we recommend they use a minimum of 15% screen
- Page numbering looks best if it is centred at the bottom of the page
- You may use equal margins on both sides, 25mm works well. Alternatively you can use a 30mm inner margin and 20mm outer margin.
- Each new chapter normally starts on the right hand page when printed double sided. To achieve this, it is the responsibility of the student to insert blank pages (breaker pages) at the end of preceding chapters as appropriate (or some other automatic mechanism). Check the result using Acrobat - view - page layout - facing (note: odd numbered pages are right hand pages and even numbered pages are left hand pages)

Naming your thesis pdf

For electronic submission, you should name your thesis pdf in the following manner: familyname, firstname_studentnumber__coursecode.pdf (e.g. Smith, John_31234567_ENGG4802.pdf). This will allow ITEE staff to identify your thesis more easily when working with them.

Supplementary Files

You should submit all supplementary files related to your thesis as a ZIP file to Blackboard (if size permits) AND/OR electronically to your supervisor in an agreed format. Use a self explanatory directory structure and include some readme.txt files if necessary. Leave all the files there including:

- original files for all assessment item documents (e.g. .docx, .pptx)
- source code or repository copy/link for all software
- design files
- relevant papers that were referenced
- etc.

Thesis (Coursework)

- Thesis Support
- Thesis Topic Selection
- Assessment Items
- Thesis Submission Information
- Workplace Health & Safety
- Library Workshops
- Blackboard
- Project Database
- Course Profiles

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Emergency

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